

Getting on the Same Page: The Importance of IR Documentation





Hello!

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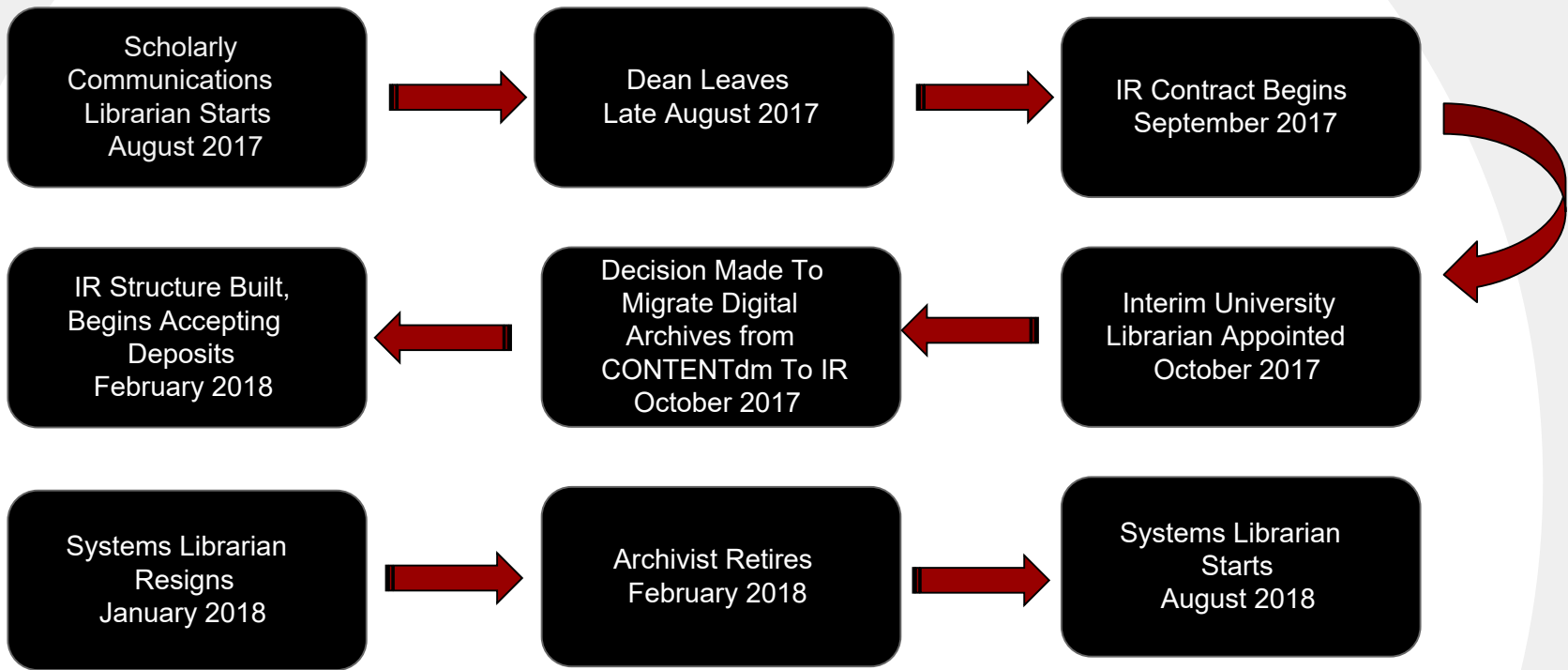
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A black and white satellite image of a hurricane, likely Hurricane Andrew, over the Gulf of Mexico. The hurricane's eye and spiral cloud bands are clearly visible. White lines representing the state boundaries of Texas, Louisiana, Mississippi, and Alabama are overlaid on the image. The text "The Perfect Storm" is centered over the hurricane.

The Perfect Storm



Timeline of Events

The Repository

- 4 journals
- Theses from multiple disciplines
- Faculty and student research
- Digital Archives
- University Records
- Library and Campus events

The screenshot shows the UNA Scholarly Repository website. The header is purple with the UNA logo and the text "UNA Scholarly Repository". Below the header is a yellow navigation bar with links: Home, About, FAQ, My Account.

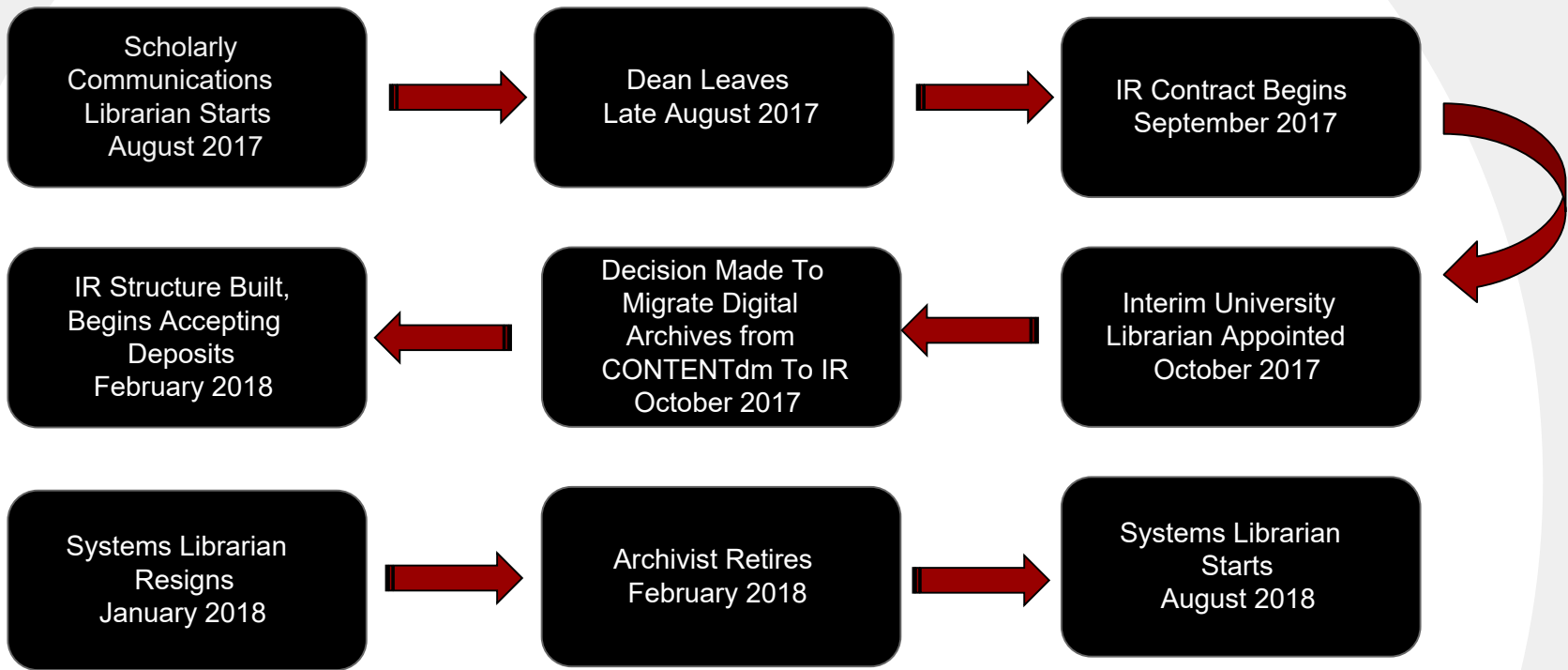
The main content area is divided into several sections:

- Browse**: Includes links for Collections, Disciplines, and Authors.
- Search**: Features a search bar with the text "Enter search terms:" and a "Search" button. Below the search bar is a dropdown menu labeled "in this repository" and a link for "Advanced Search".
- Author Corner**: Includes links for "Author FAQ", "Submit Research", and "Pilot Policy".
- Browse Research and Scholarship**: Includes a "Follow" button and links for "Research unit, center, or department" and "Journals and peer-reviewed series".
- At a Glance**: Includes a section for "Top 10 Downloads All time" and "Recent Additions 20 most recent additions Activity by year".
- Paper of the Day**: Features a paper titled "St. James' Church and Public School House, Tusculumbia, Ala.".
- Reader from**: Includes a section for "Sacramento, California, United States" with a map and a list of recent downloads.
- Recent Downloads**: Includes a section for "7 of 93 in the past 30 days" with a map and a list of recent downloads.

The footer includes a table with download statistics:

486	1,728	1,483
Total Papers	Total Downloads	Downloads in the past year

Below the table is a link to "View Larger" and a note: "This collection is part of the Digital Commons Network™".



Timeline of Events

UNA Archives

XML files of metadata from ContentDM were downloaded, reconfigured, and uploaded into bepress as we migrated the archives.



Scholarly
Communications
Librarian Starts
August 2017

Dean Leaves
Late August 2017

IR Contract Begins
September 2017

IR Structure Built,
Begins Accepting
Deposits
February 2018

Decision Made To
Migrate Digital
Archives from
CONTENTdm To IR
October 2017

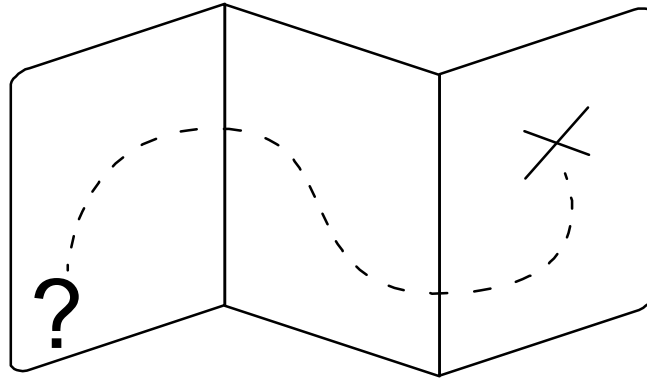
Interim University
Librarian Appointed
October 2017

Systems Librarian
Resigns
January 2018

Archivist Retires
February 2018

Systems Librarian
Starts
August 2018

Timeline of Events



Building the IR

Fake it 'till you make it

Core Competencies

Approved on August 11 - this quickly became my most used resource



www.nasig.org

NASIG Core Competencies for Scholarly Communication Librarians

Final Version

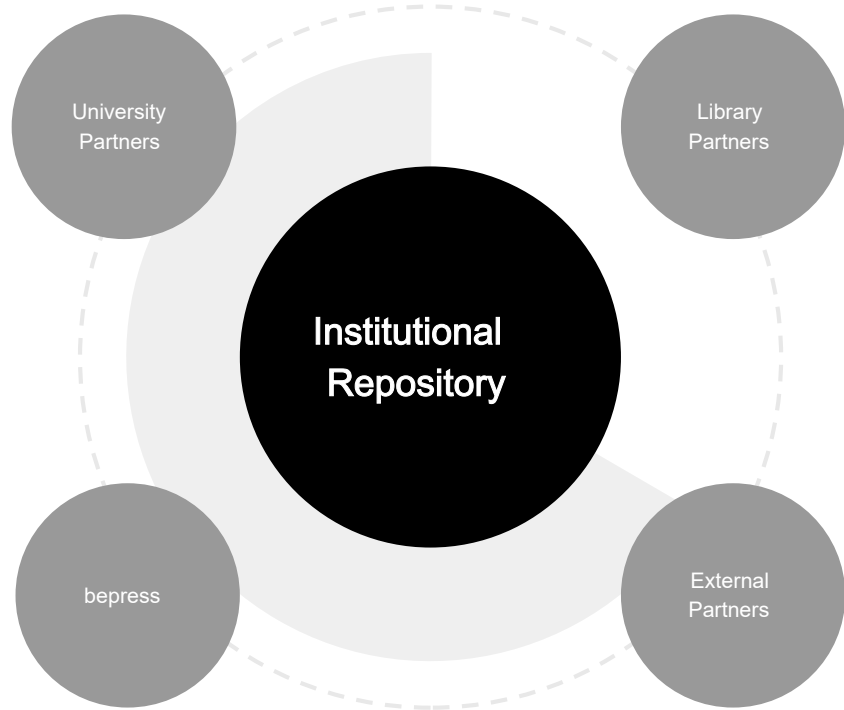
Approved and adopted by the NASIG Executive Board, August 11, 2017

Introduction

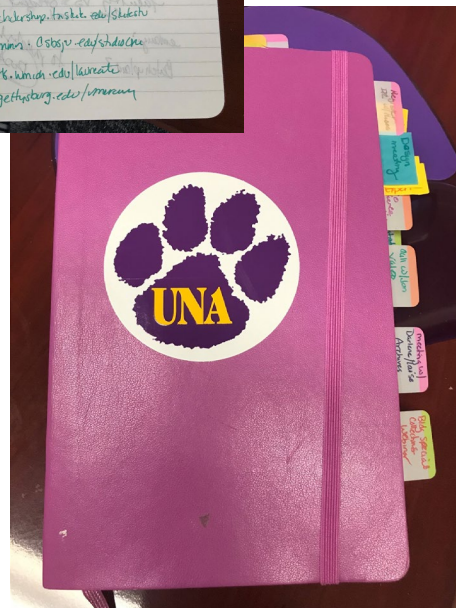
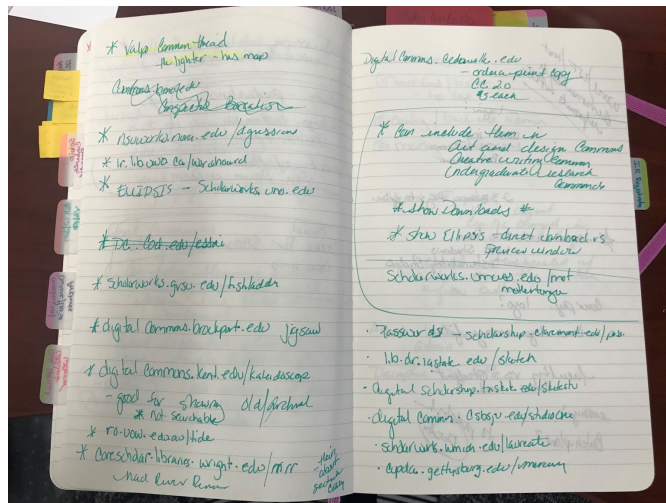
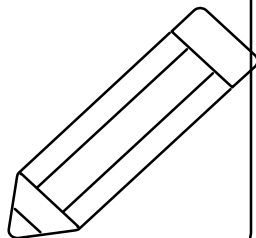
The following Core Competencies for Scholarly Communication Librarians were developed out of research and discussion conducted by the NASIG Scholarly Communication Core Competencies Task Force. Scholarly communication is defined by ACRL as “the system through which research and other scholarly writings are created, evaluated for quality, disseminated to the scholarly community, and preserved for future use. The system includes both formal means of communication, such as publication in peer-reviewed journals, and informal channels, such as electronic listservs (Association of College & Research Libraries, “*Principles and Strategies for the Reform of Scholarly Communication 1*,” 2003). The specific duties of the scholarly communication librarian (SCL), though, may be broad and amorphous. Variety is the only constant in the job duties of SCLs and responsibility for the full suite of competencies is beyond the reach of even the most accomplished librarian. Moreover, though a single librarian may be responsible for leading these efforts, scholarly communication impacts all librarians, and as such, specific duties are often diffused through an organization. The leadership exemplified by the SCL also may occur at different levels of an organization, from entry level to senior administration, and usually entails a specific focus within the broad scholarly communication space.

*The specific duties of the scholarly communication librarian (SCL), though, may be broad and amorphous. **Variety is the only constant** in the job duties of SCLs and responsibility for the full suite of competencies is beyond the reach of even the most accomplished librarian.*

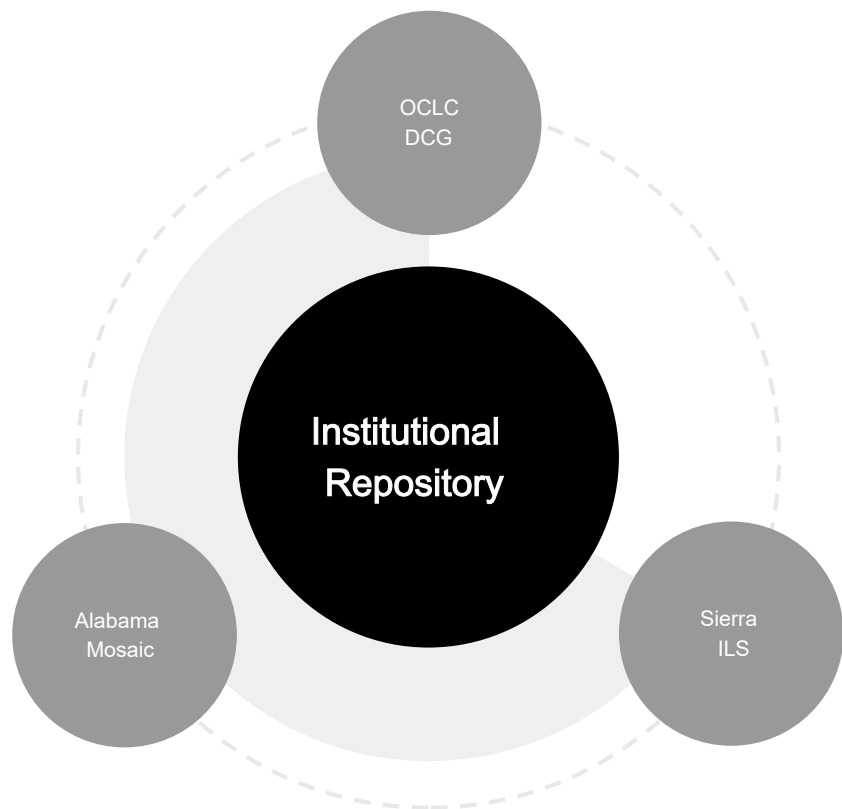
Repository Stakeholders



Writing it all down



Harvesting Metadata



Creating Order from Chaos

CONTENTdm

The public interface for CDM is <http://contentdm.una.edu/>

CDM administration: <http://contentdm.una.edu:81/cgi-bin/admin/start.exe> (requires login)

CDM configuration tool: <http://contentdm.una.edu/config/configtool/> (requires login)

 can create new accounts for the admin interface and config tool.

The latest CONTENTdm Project Client can be downloaded from the <http://www.contentdm.org/> website after registration. Installation requires our registration key (or serial number) which is



Creating Order from Chaos

OneDrive

Search everything

Mitchell, James Ray

Files

Our files

University of North Alabama+

Sites help you work on projects with your team and share information from anywhere on any device. Create or follow sites to see them here.

+ New ▾

↑ Upload ▾






↗ Share

🔗 Copy link

↓ Download

↻ Sync

Files > IR - Systems ⌕

 Name ▾	Modified ▾	Modified By ▾	File Size ▾	Sharing
 Contacts	Yesterday at 9:43 AM	Mitchell, James Ray		⌕ Shared
 Correspondence	Yesterday at 9:39 AM	Mitchell, James Ray		⌕ Shared
 OAI_Harvesters.md.txt	Yesterday at 9:56 AM	Mitchell, James Ray	355 bytes	⌕ Shared
 README.txt	Yesterday at 9:44 AM	Mitchell, James Ray		⌕ Shared

Drag files here to upload

Creating Order from Chaos



INSTITUTIONAL REPOSITORY DOSSIER

OUTLINE

- I. Background
- II. Stakeholders
 - a. Internal
 - i. Scholarly Communications Librarian
 - 1. Role
 - 2. Contact Information
 - 3. Notes
 - ii. Cataloging Librarian
 - 1. Role
 - 2. Contact Information
 - 3. Notes
 - iii. Systems Librarian
 - 1. Role
 - 2. Contact Information
 - 3. Notes
 - iv. University Archivist/Special Collections Librarian
 - 1. Role
 - 2. Contact Information
 - 3. Notes
 - v. University Departments
 - 1. Role
 - 2. Contact Information
 - 3. Notes
 - b. External
 - i. ~~Beprcss~~
 - 1. Role
 - 2. Contact Information
 - ii. Alabama Department of Archives & History (ADAH)
 - 1. Role
 - 2. Contact Information
- III. Protocols Implemented
 - a. OAI-PMH
 - b. Dublin Core (Maybe the dc metadata entry document you created could go here?)
- IV. Technical Specifications
 - a. Disk Availability



Thanks!

Any questions?

Credits

Special thanks to all the people who made and released these awesome resources for free:

- Presentation template by [SlidesCarnival](#)
- Photographs by [Unsplash](#)
- Hurricane Arthur Photo (Slide 3) retrieved from from [NOAA.Gov](#)
- NASIG Core Competencies for Scholarly Communication Librarians (slide 11) retrieved from http://www.nasig.org/site_page.cfm?pk_association_webpage_menu=310&pk_association_webpage=9435
- Pacheco-Vega, Raul. (8/25/2016). *Starting up and maintaining an Everything Notebook*. Retrieved from <http://www.raulpacheco.org/2016/08/starting-up-and-maintaining-an-everything-notebook/>

